



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

REDEVELOPMENT PROGRAM MANAGER

Salary Range (monthly)

\$5,607 - \$5,887 - \$6,181 - \$6,490 - \$6,815

Currently one (1) position open

OPEN CONTINUOUS RECRUITMENT

This is an open recruitment. The Redevelopment Program Manager position is in the Development Services Department. Qualified candidates from the public and qualified career City employees are encouraged to apply.

Position: Under general administrative direction, to plan, direct, manage, and oversee the activities and operations of the Redevelopment Agency including housing programs, feasibility studies, land and development negotiations for commercial and housing projects, contract administration, coordination of Economic Development activities, grant application and monitoring, managing capital improvement projects, and managing special projects; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager/Executive Director.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: Five (5) years of responsible professional planning and redevelopment experience including three (3) years of administrative and supervisory experience.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in economics, planning, public administration, business administration, or a related field. A master's degree is highly desirable.

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position and the ability to work in a standard office environment with the some ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb; some exposure to outdoors; ability to travel to different sites and locations.

License & Certificate: Possession of an appropriate, valid California driver's license is required.

Possession of or ability to obtain certification as a Certified Public Accountant is desired.

Examples of Duties: Assume full management responsibility for all Redevelopment Agency services and activities including housing programs, feasibility studies, land and development negotiations for commercials and housing projects, contract administration, coordination of Economic Development activities, grant application and monitoring, managing capital improvement projects, and managing special projects; ensure compliance with applicable laws, codes, rules, and regulations. Manage the development and implementation of Redevelopment Agency goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes. Represent the Redevelopment Agency to other City departments, elected officials and outside agencies; explain and interpret Redevelopment Agency programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues. Select, train, motivate, and evaluate Redevelopment Agency personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Plan, direct, and coordinate the Redevelopment Agency's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures. Prepare and disseminate press releases and public notices related to redevelopment activities. Negotiate on behalf of the Agency for acquisition and disposition of redevelopment property;

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the City Hollister, Human Resources Division located at 375 Fifth Street, Hollister, CA 95023, (831) 636-4308/FAX (831) 636-4322. May apply on line: www.hollister.ca.gov. **Applications may be submitted to the Human Resources Division Office.** Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates are placed on an employment list. Appointment will be made from the employment list. Probationary period determined by Human Resources Division.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of Blue Cross HMO or a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: City participates in the PERS retirement system. Non-safety employees are enrolled in the 2% @ 55 plan with the single highest year benefit

calculation. The employee contribution is fully paid by the City.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$100,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon management assignment.

Deferred Compensation: Optional Voluntary 457 Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

Administrative Leave: 80 hours per fiscal year.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: April 8, 2008

